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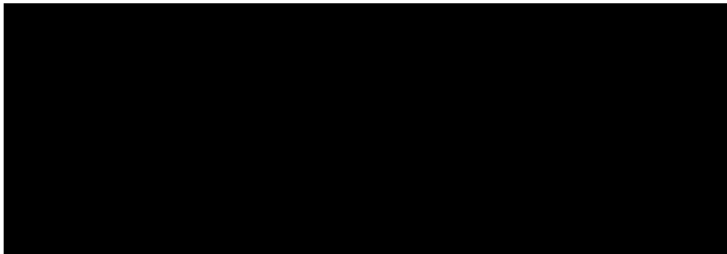
25X1X8  
17 December 1951

CAREER SERVICE COMMITTEE

Working Group on EMPLOYEE RATING

Minutes of 9th Meeting, 12 December, 10:30 A.M.

Present:



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1. The minutes of the 8th meeting of 5 December 1951 were discussed, corrected, and approved as corrected.

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2. [redacted] presented his draft of a proposed evaluation form which basically is measured by the yard. The Group agreed to study the draft, point by point, to determine the factors which are to be recommended by the Group for inclusion in the evaluation form to be submitted to the Career Service Committee.

3. Items 1 through 9, as a section to be completed by the employee, were taken up first for consideration. Items 1 through 5 are strictly administrative presentation of data; therefore, no question was raised and the items were approved as presented. On item 6, relating to the employee's self-evaluation vis-a-vis his present assignment, the question was raised as to the employees objectivity in completing this section. Items 7 and 9 were questioned along the same vein. After discussion, [redacted] presented a statement combining items 6, 7, and 9. The Group approved that [redacted] statement be accepted to replace 6, 7, and 9 and be designated as item 8. This statement is as follows:

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8 "Considering your aptitudes, knowledges, skills, interests, and Agency interests, what areas of work, other than your present job assignment, would you like to be considered for, in order of choice:

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- A.  
B.  
C.

type

DOC 107	REV DATE 22 JUN 1951	BY [redacted]
ORIG COMP	GPI 32	TYPE 01
THIS VERS	PAGES 8	REV CLASS
JUST 22	NEXT REV 2011	AUTH: HR 70-2

These choices stem from your:

☐ Aptitudes

☐ Knowledge

☐ Skill

☐ Other

☐

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4. The Group next moved to consideration of items 10 through 22 which are to be completed by the immediate supervisor. The point was raised by the Group as to whether this part of an evaluation report should be seen by the employee. It was agreed that final decision of this question would be based on the results of the over-all discussion of the factors ~~finally~~ included in the evaluation form. For verification of the notes made by members of the Group there is listed below those changes made in this part of the submitted form.

- Item 10: Approved as presented.
- Item 11: Changed from "Reassignment of Reporting Officer" to "Reassignment of Supervisor".
- Item 12: Approved as presented except for deletion of "If no,".
- Item 13: Part A eliminated — balance carried over for next meeting.
- Item 14: Deleted as presented and the following statement substituted:

"Does this employee meet the requirements of his position?"

	Yes
	No

The substituted statement is a consolidation of a previous recommendation based on AEC procedure from paragraph 3 of the minutes of the 5th meeting.

Items 17 and 18: Deleted. Both items refer to employee promotion and in the opinion of the Working Group promotions should not be tied directly to an evaluation report.

5. The Chairman read to the Working Group the summary of the progress made by the Group, which he had presented to his office for comment and coordination. All members of the Group felt the report was comprehensive, concise, and covered all pertinent points of progress made by the Group. They asked that there be copies distributed so that they could use the report to inform their respective offices of the Group's progress. Copies were distributed in accordance with the request.

6. The meeting adjourned at 12:10 P.M.

7. The next meeting was set for 10:30, 19 December 1951.

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Chairman

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